



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MAR 25 2003

From: Secretary of the Navy  
To: RADM John W. Townes III, USN, [REDACTED] /1110  
Subj: PRECEPT CONVENING FY-04 PROMOTION SELECTION BOARDS TO  
CONSIDER OFFICERS IN THE LINE ON THE ACTIVE-DUTY LIST OF  
THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF  
LIEUTENANT COMMANDER AND FY-04 CONTINUATION SELECTION  
BOARDS TO CONSIDER LIEUTENANT LINE OFFICERS FOR  
CONTINUATION ON ACTIVE DUTY

Ref: (a) Title 10, U.S. Code

Encl: (1) Boards' Membership  
(2) FY-04 Active Duty Officer Promotion Selection Board  
Guidance  
(3) FY-04 Officer Continuation Selection Board Guidance

1. Membership, Date, Location, and Function

a. The promotion and continuation selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, 31 March 2003, or as soon as practicable thereafter.

b. The function of the promotion selection boards is to consider Active-Duty List officers in the line for promotion to the permanent grade of lieutenant commander. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards. The names of those officers who are above, in, and below the promotion zone will be indicated, as appropriate.

c. The function of the continuation selection boards is to consider, and the boards shall normally recommend for continuation, the officers listed below. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards.

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(1) Line lieutenants who are subject to discharge under section 632 of title 10, U.S. Code for twice failing of selection in the following communities: Special Duty Officer (Information Professional) and Special Duty Officer (Oceanography).

(2) Limited Duty Officer (Line) lieutenants who are on an FY-04 promotion list for promotion to the grade of lieutenant commander, and who will be subject to retirement under section 6383 of reference (c) for continuation until six months after their promotion date to lieutenant commander.

d. The boards shall proceed in accordance with the FY-04 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), the FY-04 Officer Continuation Selection Board Guidance, enclosure (3), and any other guidance contained in this letter.

2. Promotion Boards Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-04 Active Duty Officer Grade Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Unrestricted Line Officer	90
Special Duty Officer (Human Resources)	85
Engineering Duty Officer	90
Aerospace Engineering Duty Officer (Engineering)	90
Aerospace Engineering Duty Officer (Maintenance)	90

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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Special Duty Officer (Information Professional)	90
Special Duty Officer (Cryptology)	80
Special Duty Officer (Intelligence)	90
Special Duty Officer (Public Affairs)	85
Special Duty Officer (Oceanography)	90
Limited Duty Officer (Line)	90

3. Continuation Boards Selection Standard. The boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The officers selected will be those whom a majority of the members of the boards consider fully qualified for continuation on active duty, giving due consideration to the needs of the Navy for officers with particular skills. Officers selected for continuation must be capable of performing the duties of their current grade and their continuation must be in the best interest of the Navy.

4. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.

*Hansford T. Johnson*  
Hansford T. Johnson  
Secretary of the Navy  
Acting